

SAMPLE LETTER OF APPLICATION #1

April 14, 2006

Mr. William Jackson
Human Resource Manager
University of North Carolina at Greensboro
13764 Spring Garden Street
Greensboro, NC 24019
wjackson@uncg.edu

Dear Mr. Jackson:

From your university's web site I learned about your need for a development officer. I am very interested in this position, and I believe that my education and employment background are appropriate for the position.

While working toward my master's degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer's Foods, and I would like to repeat that success in a university setting. I have a strong academic background in biology and marketing, and think that I could apply my combination of knowledge and experience to the health industry. I will complete my master's degree in marketing in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding the development opportunity with UNCG. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you for your consideration.

Sincerely,
Lynn A. Johnson
5542 Hunt Club Lane, #1
Blacksburg, VA 24060
(540) 555-8082
lajohnson@vt.edu

Adapted from <http://www.career.vt.edu/JOBSEARC/coversamples.htm#Sample%203.2>

SAMPLE LETTER OF APPLICATION #2

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Cell Phone Number
Your Email

Date

Dear Hiring Manager,

I was excited to read about the Administrative Assistant job opening at XYZ agency. I have several years of experience in a variety of fields including insurance and finance.

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,

Your Signature

Your Typed Name

Adapted from <http://jobsearch.about.com/od/coverlettersamples/a/samplebus.htm>

SAMPLE LETTER OF INQUIRY

2343 Blankinship Road
Blacksburg, VA 24060
(540) 555-2233
StacyLeeGimble@vt.edu

January 12, 2006

Ms. Sylvia Range
Special Programs Assistant
Department of Juvenile Justice
303 Jones Street
Raleigh, NC 12345

Dear Ms. Range:

I am a junior at Virginia Tech, working toward my bachelor's degree in family and child development. I am seeking an internship for this summer 2007, and while researching opportunities in the field of criminal justice and law, I found that your program works with juvenile delinquents. I am writing to inquire about possible internship opportunities with the Department of Juvenile Justice.

My work background and coursework have supplied me with many skills and an understanding of dealing with the adolescent community; for example:

- I worked as a hotline assistant for a local intervention center. I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at my university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.

My enclosed resume provides additional details about my background. I will be in the Raleigh area during my Spring break, March 6 - March 10. I will call you next week to see if it would be possible to meet with you in early March to discuss your program.

Thank you for your consideration.

Sincerely,

(handwritten signature)

Stacy Lee Gimble

<http://www.career.vt.edu/JOBSEARC/coversamples.htm#Sample%203.5>